Generate Mailing Labels

Because creditors are now allowed to file a Notice of Preferred Creditor Address with the BNC or Notice of Override of Preferred Creditor Address with the court, production of mailing labels for local notice requires interaction with the BNC.

The following instructions allow production of mailing labels from the creditor-mailing matrix in CM/ECF. This works with Avery labels 5160.

Create mailing labels using the following instructions to ensure the creditor's address reflects the address on file in the BNC (Notice of Preferred Creditor Address) or the address is overridden (Notice of Override of Preferred Creditor Address) with the address in the court's database.

CAUTIONS

When labels are produced and the BNC site is accessed, there are two side affects:

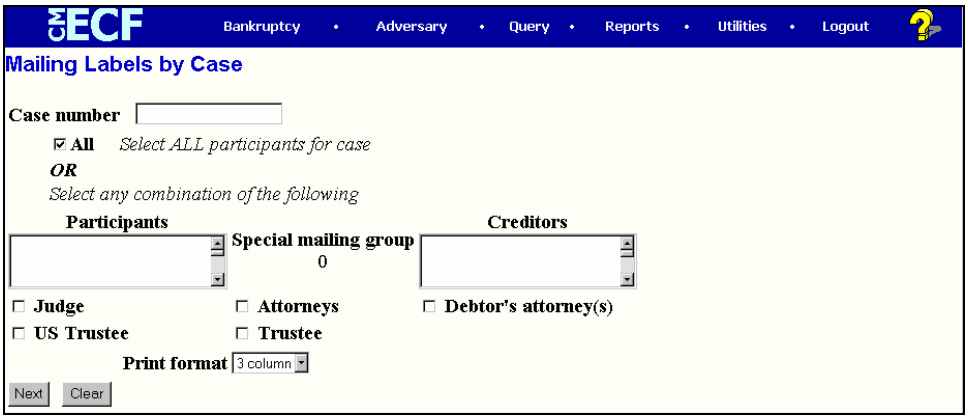
- The browser's Back button will have no effect thereafter. This is important when a form is produced via docketing; once the user clicks the labels link on the NOEF, you cannot get back to the NOEF screen. User's must save/print the form(s) before displaying labels.
- A Pacer user requesting a Creditor Mailing Matrix will not see a transaction receipt, but will still be billed.

Matrix in Court Database

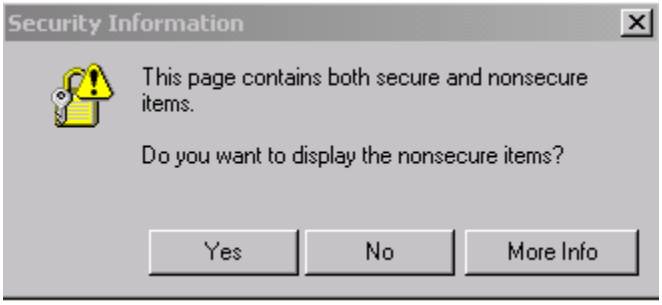
For a list of creditors uploaded by the attorney use:

Query/Creditor Matrix

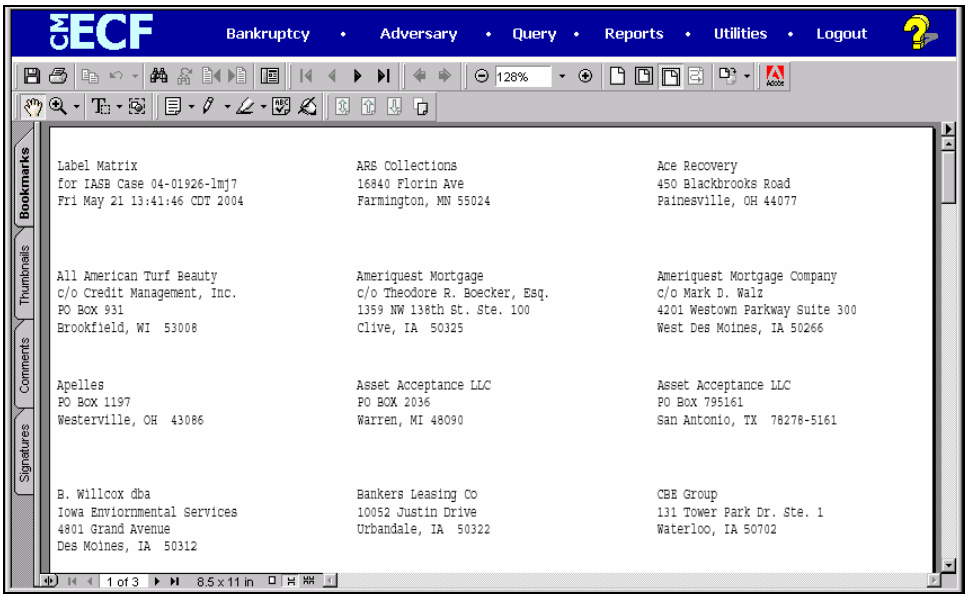
This option does NOT interact with the BNC and updates addresses.



STEP 1	Login to CM/ECF Live
STEP 2	Select Utilities
STEP 3	Select Mailings
STEP 4	Select Mailing Labels by case
STEP 5	Enter Case Number
STEP 6	Select Print Format – 3 column
STEP 7	Select Next



STEP 8	If you see this screen, Select Yes



STEP 9	Place Avery label in printer
STEP 10	Click Print icon